



# Chicago Metropolitan Agency for Planning

233 South Wacker Drive  
Suite 800  
Chicago, Illinois 60606  
  
312 454 0400  
[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

## Local Planning Local Planning Intern (LOPL2016) March 3, 2016

**Job Category:** Local Planning Intern – Local Technical Assistance (LTA)  
**Experience Required:** Current Enrollment in Graduate Program  
**Salary Range:** \$15.00 per hour

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire an intern in the Local Planning Division. The Chicago Metropolitan Agency for Planning (CMAP) is our region's official comprehensive planning organization. The agency and its partners are developing ON TO 2050, a new comprehensive regional plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See [www.cmap.illinois.gov](http://www.cmap.illinois.gov) for more information.

### Local Planning Intern Position Description

The Intern will participate in planning and GIS activities for CMAP's Local Technical Assistance (LTA) program, providing planning assistance to local communities across the Chicago metropolitan region. There will also be an opportunity to contribute to activities related to the next regional comprehensive plan. All interns should have a solid understanding of transportation and land use planning topics.

The intern will assist in CMAP's work to provide technical assistance and local plans to municipalities and non-profit partners throughout the Chicago region. Work will include comprehensive plans, zoning updates, subarea plans related to natural resources, economic development, housing, and transportation. This is a summer internship, with an opportunity to extend through the school year if CMAP determines a need and the intern meets and/or exceeds expectations.

### Essential Functions

The interns' primary responsibilities will include:

- **Research and writing.** Interns will assist project managers and project teams with conducting research and contributing to written products. This may include tasks to assist in the development of existing conditions reports; such as reviewing past plans and ordinances and providing written summaries of prior planning work in a community. It may also include researching plans, programs and policies of other planning entities and organizations, and surveying best practices in relevant topic areas. Interns should be able to convey research findings in a clear and concise manner.
- **Mapping.** Interns will extract data, derive findings through GIS analysis and prepare maps to appear in interim and final documents related to the LTA program and the next

regional comprehensive plan. Interns are required to have a high degree of familiarity with GIS and be comfortable working with large, regional datasets.

- **Data collection.** Interns will help with community-focused research including data collection and analysis. This will most frequently include research using the Census or other datasets to gather data related to issues of particular importance to communities being assisted through the LTA program and data related to plan topics of the next regional comprehensive plan. Familiarity with data sources, ability to analyze data, and ability to communicate the results of this analysis are important skills.
- **Public meetings.** LTA projects include a large number of public meetings, each of which need to be staffed. Interns will assist with elements of this including table facilitation, registration, and note-taking.

### **Knowledge, Skills and Abilities**

Applicants should have strong research, analysis (both qualitative and quantitative), and communication skills. Experience with GIS is necessary, and basic office computer skills are required.

### **Education and Experience**

Applicants for all positions should be enrolled in a graduate degree program in urban planning or a related field.

### **Internship Timeframe**

Depending on the student's availability, this is a full-time summer position beginning in May or June 2016. It could potentially continue into the 2016-17 school year, but that is not guaranteed. Minor start and end-date accommodations may be made upon request.

### **Contact Information**

Please submit cover letter and resume via our website at:  
<http://www.cmap.illinois.gov/about/careers>. Please refer to **Job Code (LOPL2016)**.

Position will remain open until filled (The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer).